

# Senior Advisor, Policy and Government Affairs

Full-time Position

## POSITION OVERVIEW

The Senior Advisor, Policy and Government Affairs supports the Director, Policy and Government Affairs through issues monitoring, research, preparation of policy submissions, drafting correspondence, meetings with regulators, stakeholders and decision makers and provides administrative and logistical support.

The ideal candidate will be an excellent communicator written and orally, comfortable engaging with external stakeholders, be self-motivated, and able to make decisions and initiate appropriate actions. This role reports to the Director, Policy and Government Affairs.

## Key Responsibilities

In this role, you will:

### CONDUCT POLICY RESEARCH (10%)

- Conduct research and analysis on policy issues.

### PREPARE POLICY SUBMISIONS (35%)

- Prepare reports on government/regulator/industry activities.
- Assist in developing key messages and draft policy submissions, correspondence and newsletter(s).

### STAKEHOLDER ENGAGEMENT (35%)

- Engage with stakeholders, governments and regulators on key issues.
- Arrange and coordinate meetings and prepare materials for outreach.

### COMMUNICATIONS (10%)

- Work with the Marketing and Communications team to assist in implementing communication plans/strategy related to policy.

### ISSUES MONITORING (5%)

- Monitor emerging trends, events, consultations, transcripts, agenda items and legislation amongst government, regulators and stakeholders that affect the financial planning industry.

### SPECIAL PROJECTS (5%)

- Assist with special projects as required.

## Required Qualifications

The ideal candidate will have the following skills and experience:

- Post-secondary degree in communications, political science, public administration, public relations, journalism or related field/experience.
- Knowledge of how government (at both the provincial and federal levels) operates and the legislative process.
- Experience dealing with the public or in customer service.
- Knowledge of financial planning and the financial services industry and/or not for profit sector is an asset.
- Policy and/or stakeholder engagement experience is an asset.

## Competencies

The ideal candidate will have the following skills and experience:

- Effectively prepares and delivers information, orally and in writing, in a clear, open and concise manner.
- Effectively analyzes and evaluates options, considering implications and consequences of decisions.
- Consistently produces work with a high degree of excellence, accuracy and attention to detail.
- Keeps current of issues and trends.
- Meets deadlines, remains focused and manages multiple projects/priorities to deliver results.
- Projects the organization's values and represents the organization with integrity and passion when dealing with all stakeholders.
- Works collaboratively with all internal and external stakeholders, shows empathy, demonstrates respect, treats all with equality and fairness. Maintains confidentiality, always acts ethically and builds strong partnerships.
- Embraces change. Actively advocates work improvement and efficiency within the organization, its structures, work processes, tasks and culture.
- Proactively sets and holds themselves accountable for high standards and goals for self and the organization. Seeks out new challenges and seizes opportunities to learn, develop and grow.

## ABOUT FP CANADA

Established in 1995, FP Canada is a national not-for-profit education, certification and professional oversight organization working in the public interest. FP Canada is dedicated to championing better financial wellness for all Canadians by leading the advancement of professional financial planning in Canada. Learn more at [FPCanada.ca](https://www.FPCanada.ca).

## WORKING WITH FP CANADA

We're [FP Canada](#), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. This is a full-time position working 5 days per week, during core business hours, with some flexibility required. Travel may be required approximately 5% of the time. We offer a hybrid-work model, requiring at a minimum, two days a week (40%) on average, of employees' time be spent in the office.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

### Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

### Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodation, please inform our Human Resources Department at [careers@fpcanada.ca](mailto:careers@fpcanada.ca).

## HOW TO APPLY

To apply, please submit your application to [careers@fpcanada.ca](mailto:careers@fpcanada.ca) and note the position title in the subject line. Applications will be accepted until October 2, 2024.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.